

PRINCESS ANNE POLICE DEPARTMENT
PROPERTY & EVIDENCE SECTION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M316

Page 1 of 1

Agency: Princess Anne Police Department

Division/Unit: Police Department
Property & Evidence Section

Item No	Description	Retention
1	Property Inventory Contains: Property/Evidence Forms, Correspondence, certified mail receipts.	Screen Annually Destroy material having no further legal, administrative fiscal or operational value.
2	Vehicles for Public Auction MVA Registrations, certified mail receipt, title, hearing notice, notice of impoundment, right to reclaim vehicle.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
3	Officer Issued Equipment Contains: Listing of all equipment issued to officers, shows type of equipment, issue date, amount and date returned.	Retain until updated or superseded then destroy.
4	City/State Ticket Book/Issue Log Shows ticket series, issue date, name of officer, City & State log.	Retain for 3 years then destroy.

Approved by Department, Agency or Division
Representative

Date: FEB 14, 2012

Signature: Scott Keller

Type Name: Scott T. Keller

Title: Chief of Police

Schedule Authorized by State Archivist

Date: 5/15/2012

Signature: Edward C. Thompson